

HRIS – Human Resources Information Solution

RESOURCE GUIDE: PAYROLL REPORTS



PAYROLL REPORTS

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PAYROLL INQUIRY FORMS

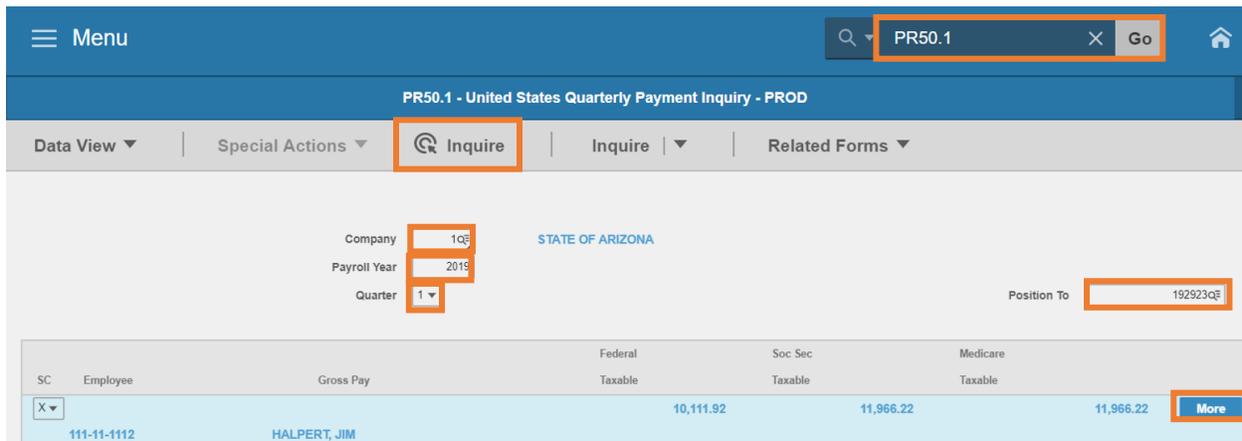
HRIS provides numerous Inquiry Forms to view employee information. Below is a list of Payroll Inquiry Forms along with a description of what is available on the form:

- **Quarterly Payment Inquiry (PR50.1)** – Employee payment information for a specific payroll year and quarter. The form displays gross wages for the quarter, by employee, along with Federal, Social Security, and Medicare taxable wages.
- **Payment Inquiry Form (PR50.2)** - Summary information associated with employee payment records, such as payment number, payment date, gross earnings, total deductions, and net pay.
- **Pay Stub Inquiry Form (PR51.1)** – Payment detail information.
- **Payroll History - Year to Date Form (PR52.1)** - Employee wages and deductions for the current year and any history established for prior years.
- **Ret-Rollover-Opt User Field Maintenance Screen (ZH15.1)** View if an employee has elected to rollover their leave payout to an ASRS service purchase agreement.

NOTE: Inquiry forms do not update Employee data.

United States Quarterly Payment Inquiry PR50.1

Employee payment information for a specific payroll year and quarter. The form displays gross wages for the quarter, by Employee, along with Federal, Social Security, and Medicare taxable wages.



PR50.1 - United States Quarterly Payment Inquiry - PROD

Data View | Special Actions | **Inquire** | Inquire | Related Forms

Company: 100 STATE OF ARIZONA
 Payroll Year: 2015
 Quarter: 1
 Position To: 19292300

SC	Employee	Gross Pay	Federal Taxable	Soc Sec Taxable	Medicare Taxable
X	111-11-1112 HALPERT, JIM		10,111.92	11,966.22	11,966.22

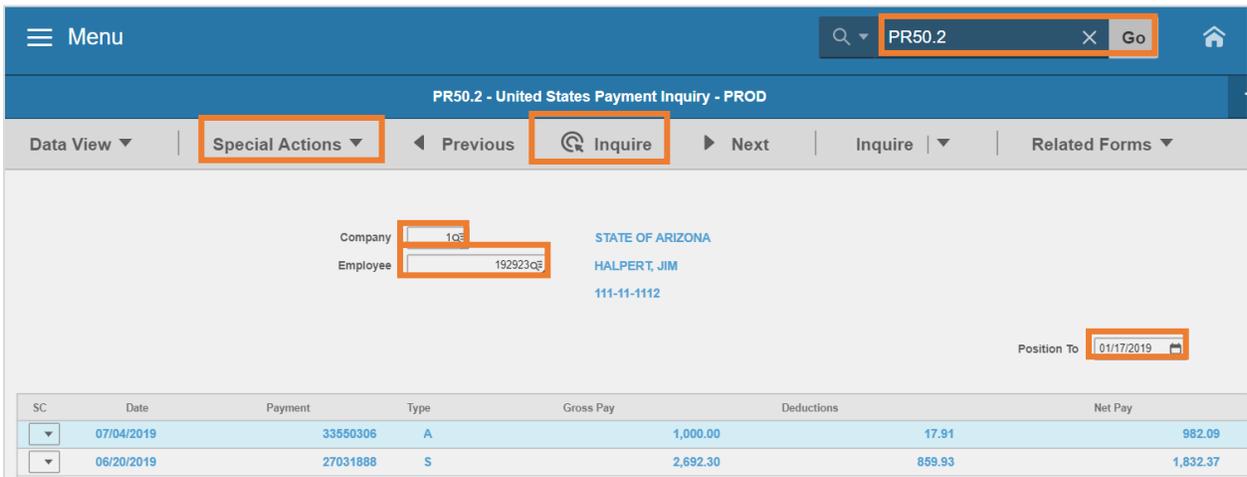
More

1. Type **PR50.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Payroll Year:** Type the four-digit calendar **year**
4. **Quarter:** Select a specific **quarter** or leave blank to view annual totals
5. **Position To:** Type or select the **Employee Identification Number**
6. Click **Inquire**
 - Name, Gross Pay, Federal Taxable wage, Social Security Taxable wage and Medicare Taxable wage display
 - Only users with assigned security access will see social security number

- Click **More;** to view State Taxable wage

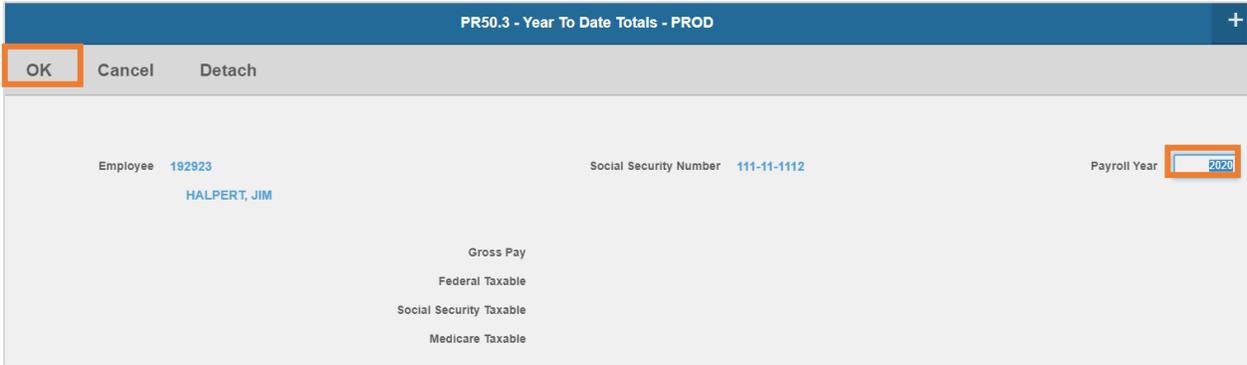
United States Payment Inquiry PR50.2

Summary information associated with Employee payment records, such as payment number, payment date, gross earnings, total deductions, and net pay.



SC	Date	Payment	Type	Gross Pay	Deductions	Net Pay
	07/04/2019	33550306	A	1,000.00	17.91	982.09
	06/20/2019	27031888	S	2,692.30	859.93	1,832.37

- Type **PR50.2** in search field, click **Go**
- Company:** Type or select **1**
- Employee:** Type or select the **Employee Identification Number**
- Position To:** Leave blank or select the **payment date**
- Click **Inquire**
- Click **Special Actions**, select **Totals** to view **Year To Date Totals (PR50.3)**

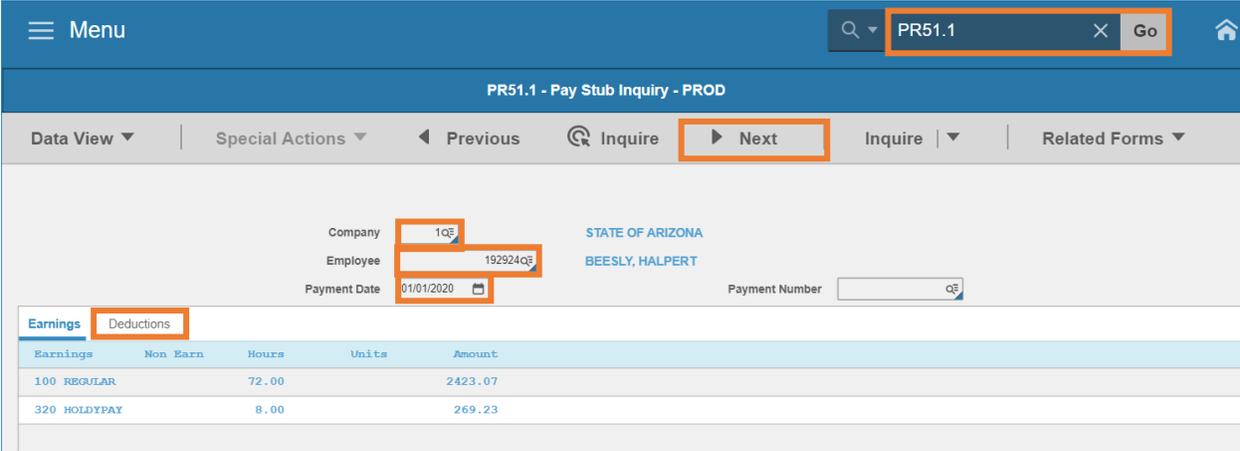


Data displays for the current calendar year.

- Payroll Year:** Type the four-digit calendar **year**
- Click **OK;** to view totals for the calendar year
- Click **Cancel** to return to PR50.2

Pay Stub Inquiry PR51.1

View Payment detail information for a single payment.

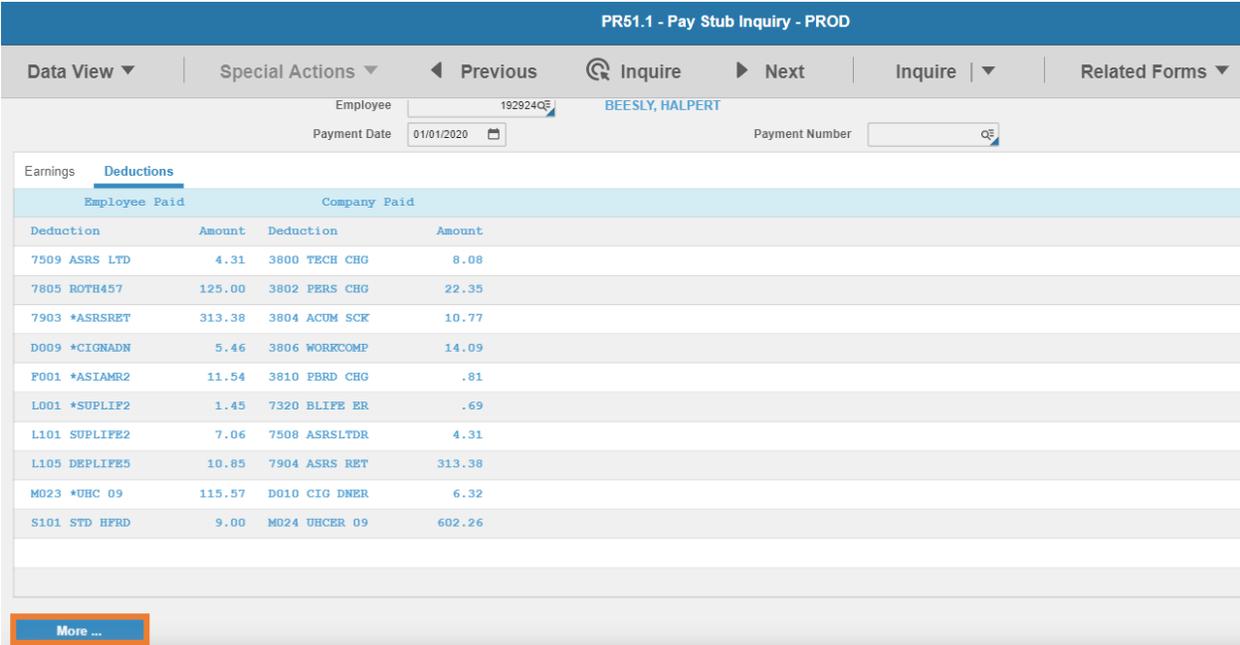


PR51.1 - Pay Stub Inquiry - PROD

Company: 10E STATE OF ARIZONA
 Employee: 1929240E BEESLY, HALPERT
 Payment Date: 01/01/2020 Payment Number: [input]

Earnings	Non Earn	Hours	Units	Amount
100 REGULAR		72.00		2423.07
320 HOLDPAY		8.00		269.23

1. Type **PR51.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number**
4. **Payment Date:** Type or select the **Payment Date**
5. Click **Next**. Payment Number and earnings detail display
6. Click **Deductions** to view deduction details



PR51.1 - Pay Stub Inquiry - PROD

Employee: 1929240E BEESLY, HALPERT
 Payment Date: 01/01/2020 Payment Number: [input]

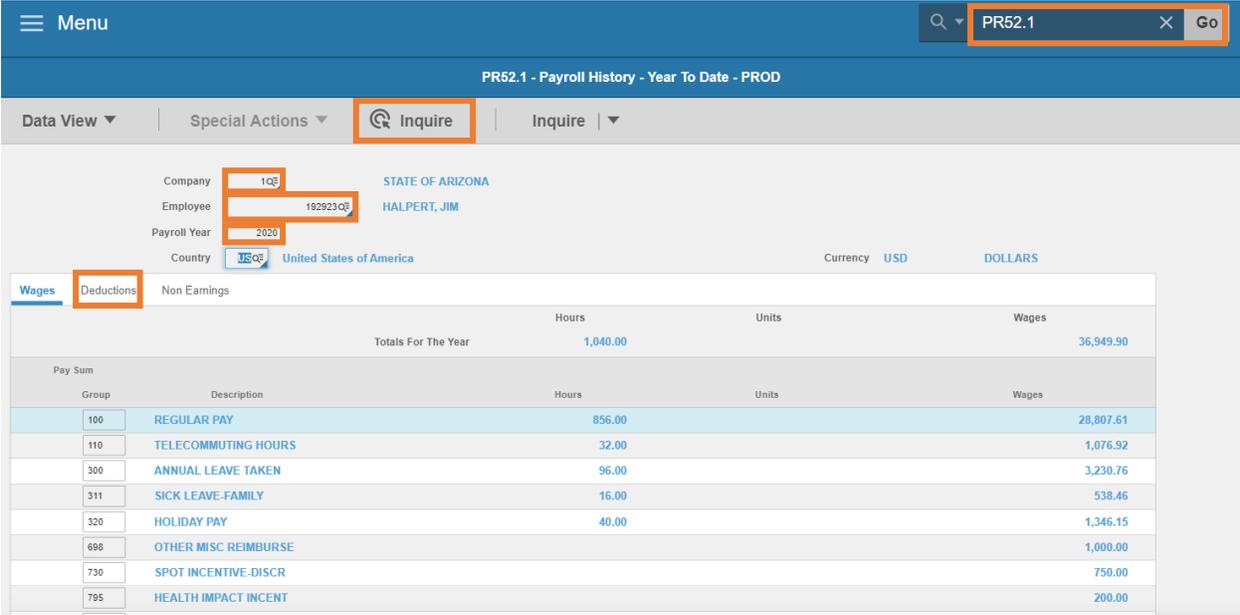
Employee Paid		Company Paid	
Deduction	Amount	Deduction	Amount
7509 ASRS LTD	4.31	3800 TECH CHG	8.08
7805 ROTH457	125.00	3802 PERS CHG	22.35
7903 *ASRSRET	313.38	3804 ACUM SCK	10.77
D009 *CIGNADN	5.46	3806 WORKCOMP	14.09
P001 *ASIAMR2	11.54	3810 PBRD CHG	.81
L001 *SUPLIF2	1.45	7320 BLIFE ER	.69
L101 SUPLIFE2	7.06	7508 ASRSLTDR	4.31
L105 DEPLIFE5	10.85	7904 ASRS RET	313.38
M023 *UHC 09	115.57	D010 CIG DNER	6.32
S101 STD HFRD	9.00	M024 UHCER 09	602.26

[More ...](#)

7. Click **More**; to view additional deductions

Payroll History – Year to Date PR52.1

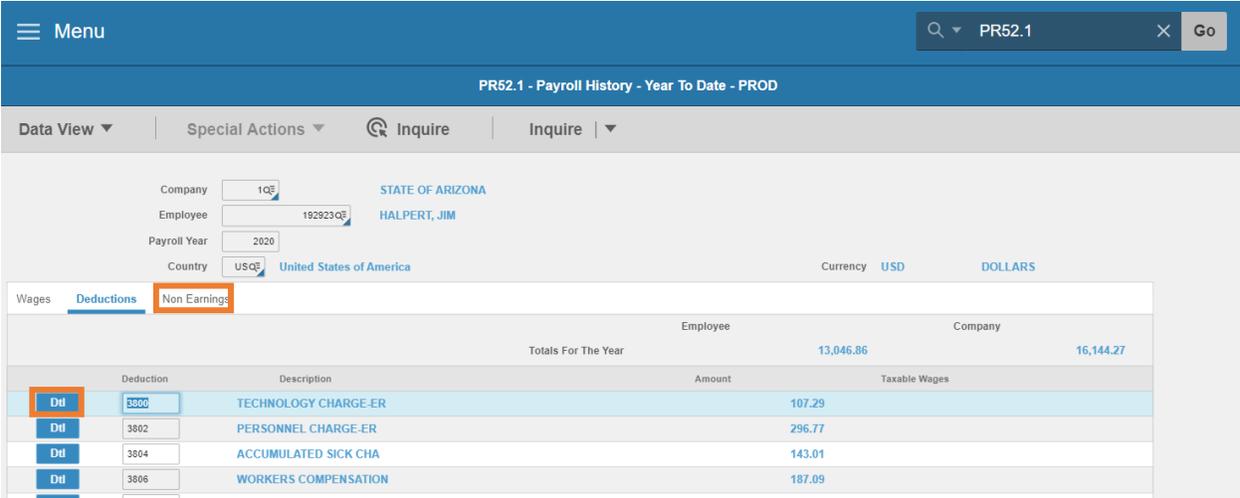
Employee wages and deductions for the current year or prior years.



The screenshot shows the 'PR52.1 - Payroll History - Year To Date - PROD' interface. The search criteria are: Company: 100 (STATE OF ARIZONA), Employee: 192923000 (HALPERT, JIM), Payroll Year: 2020, Country: US00 (United States of America). The 'Inquire' button is highlighted. Below the search criteria, the 'Deductions' tab is selected. The table shows 'Totals For The Year' with 1,040.00 hours and 36,949.90 wages. A detailed table lists various pay items like REGULAR PAY, TELECOMMUTING HOURS, ANNUAL LEAVE TAKEN, etc.

Group	Description	Hours	Units	Wages
Totals For The Year				
		1,040.00		36,949.90
100	REGULAR PAY	856.00		28,807.61
110	TELECOMMUTING HOURS	32.00		1,076.92
300	ANNUAL LEAVE TAKEN	96.00		3,230.76
311	SICK LEAVE-FAMILY	16.00		538.46
320	HOLIDAY PAY	40.00		1,346.15
698	OTHER MISC REIMBURSE			1,000.00
730	SPOT INCENTIVE-DISCR			750.00
795	HEALTH IMPACT INCENT			200.00

1. Type **PR52.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number**
4. **Payroll Year:** Type the four-digit calendar **year**
5. Click **Inquire**
6. Click **Deductions** to view year to date deduction information



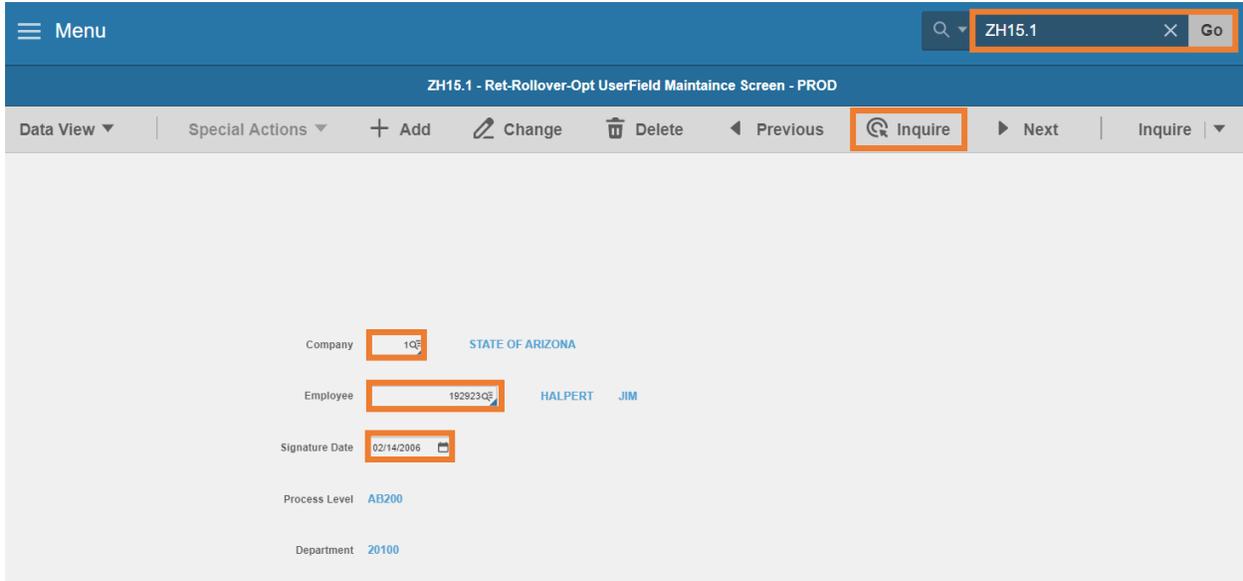
The screenshot shows the 'Deductions' tab selected. The table shows 'Totals For The Year' with 13,046.86 for the Employee and 16,144.27 for the Company. A detailed table lists deductions like TECHNOLOGY CHARGE-ER, PERSONNEL CHARGE-ER, ACCUMULATED SICK CHA, and WORKERS COMPENSATION. The 'Dtl' button is highlighted for the first row.

Totals For The Year		Employee	Company
		13,046.86	16,144.27
Deduction	Description	Amount	Taxable Wages
Dtl 3800	TECHNOLOGY CHARGE-ER	107.29	
Dtl 3802	PERSONNEL CHARGE-ER	296.77	
Dtl 3804	ACCUMULATED SICK CHA	143.01	
Dtl 3806	WORKERS COMPENSATION	187.09	

7. Click **Dtl** to view deduction amounts by quarter
8. Click **Non Earnings** to view year to date non-cash earnings

Ret – Rollover – Opt User Field Maintenance Screen ZH15.1

View if an employee has elected to rollover their leave payout to an Arizona State Retirement System (ASRS) service purchase agreement.



Menu

ZH15.1 - Ret-Rollover-Opt UserField Maintenance Screen - PROD

Data View | Special Actions | + Add | Change | Delete | Previous | **Inquire** | Next | Inquire |

Company STATE OF ARIZONA

Employee HALPERT JIM

Signature Date

Process Level AB200

Department 20100

1. Type **ZH15.1** in search field, click **Go**
2. **Company**: Type or select **1**
3. **Employee**: Type or select the **Employee Identification Number**
4. Click **Inquire**
5. **Signature Date**
 - **Displays a Date** if an employee has elected to rollover their Annual Leave, Compensatory Leave or Holiday Leave payout to their ASRS service purchase agreement
 - **Blank** if the employee does not have a rollover election on their ASRS service purchase agreement

Payroll Reports

This training includes payroll reports, which are not included in the other training guides. For a comprehensive list of payroll reports available to the Agency Payroll Specialist, refer to the **Forms and Reports Available – Agency Payroll Specialist** on the Arizona Department of Administration – Human Resources - HRIS Training website.

Training includes how to create a report and submit a report. For additional instructions on how to view reports, see the Agency HRIS Intro Training for On Demand Reports.

Payment Detail Listing PR260/ZR260

Run Payment Detail Listing (PR260 or ZR260) to print a list of payments.

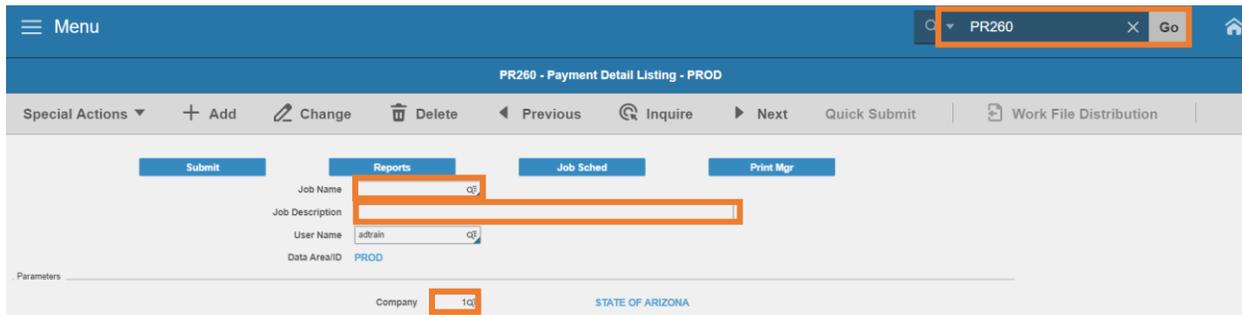
Define parameters to include in the listing, only payments associated with a specific process level, employee range, employee group, date range, or payment type.

Values you select in the Payment Type, Payment Detail, and Report Option fields determine the type of information and level of detail in the listing.

- PR260 will display only the payments employee received at the current agency
- ZR260 will display payments from both current agency and prior agency

Create Report Parameters

The instructions are the same for PR260 and ZR260 reports

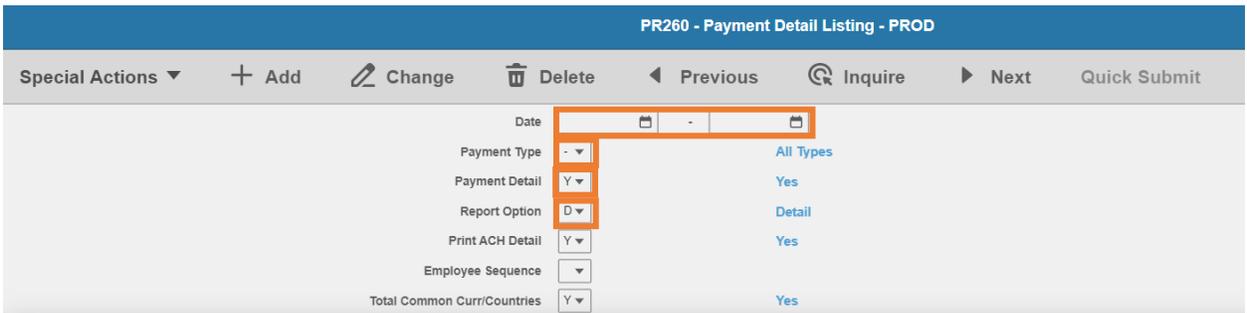


1. Type **PR260** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report
4. **Company:** Type or select **1**



The screenshot shows the top section of the 'PR260 - Payment Detail Listing - PROD' form. It includes a navigation bar with 'Special Actions', '+ Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Quick Submit'. Below this, there are several input fields: 'Process Level' (text box), 'Department' (text box), 'Processing Option' (dropdown menu), 'Employee Group' (text box), and 'Employee' (two text boxes separated by a hyphen). The 'Employee' fields contain the value '192923Q'. The word 'Company' is displayed to the right of the 'Processing Option' dropdown.

5. **Process Level:** Leave blank or select a **Process Level** to limit results
 - If Process Level is selected, must select a Processing Option of either **1** or **2**
6. **Department:** Leave blank or select a **Department & Process Level** to limit results
 - If Department is selected, must select a Processing Option of either **P** or **H**
7. **Processing Option:** Leave blank or select the value that determines if the employees appear on the report under the Company, Process Level they were in when paid, or current Process Level on the employee record
 - Leave **Blank** if Process Level and Department fields are blank
 - Select **P** to run by the Process Level/Department where they were paid
 - Select **H** to run by their current home Process Level/Department
 - Select **1** to run by the Process Level where they were paid
 - Select **2** to run by their current home Process Level
8. **Employee:** Type or select the **Employee Identification Number (EIN)**. Type the EIN in both boxes to run for a single employee



The screenshot shows the bottom section of the 'PR260 - Payment Detail Listing - PROD' form. It includes the same navigation bar as the top section. Below this, there are several input fields: 'Date' (calendar icon), 'Payment Type' (dropdown menu), 'Payment Detail' (dropdown menu), 'Report Option' (dropdown menu), 'Print ACH Detail' (dropdown menu), 'Employee Sequence' (dropdown menu), and 'Total Common Curri/Countries' (dropdown menu). The 'Date' field is highlighted with an orange box.

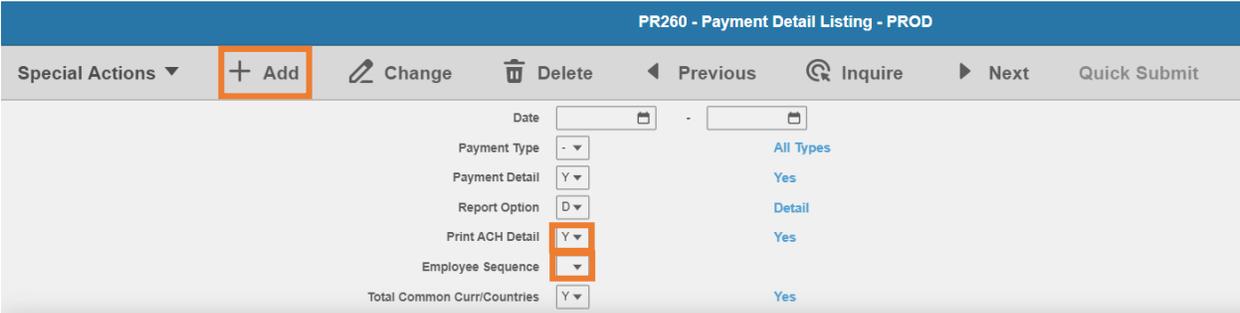
9. **Date:** Select the beginning **check date** and ending **check date** to include in the report
10. **Payment Type:** Leave blank or select a **Payment Type** to limit results
 - Leave **Blank** to include all payments (Recommended)
 - Select **M** to limit results to payments made by manual payment (handwrite)
 - Select **J** to limit results to PR82 adjustments processed by GAO
 - Select **R** or **V** to limit results to payments reversed/voided by GAO

11. **Payment Detail:** Select **Y** or **N**

- Select **Y Yes** to list the Pay Summary Group, Hours and Amounts that make up Gross Pay as well as the individual Deductions that make up the total Deduction Amount
- Select **N No** to list Total Amounts for Gross Pay, Hours, Deductions

12. **Report Option:** Select how payments and deductions appear on reports

- Select **S Summary** to produce a summarized payment listing by employee
- Select **D Detail** to produce a detail payment listing by employee
- Select **T Totals** to produce a list of payment totals by department, process level and company



PR260 - Payment Detail Listing - PROD

Special Actions ▾ **+ Add** Change Delete Previous Inquire Next Quick Submit

Date [] - []

Payment Type [-] All Types

Payment Detail [Y] Yes

Report Option [D] Detail

Print ACH Detail [**Y**] Yes

Employee Sequence [**A**]

Total Common Curri/Countries [Y] Yes

13. **Print ACH Detail:** Select **N**

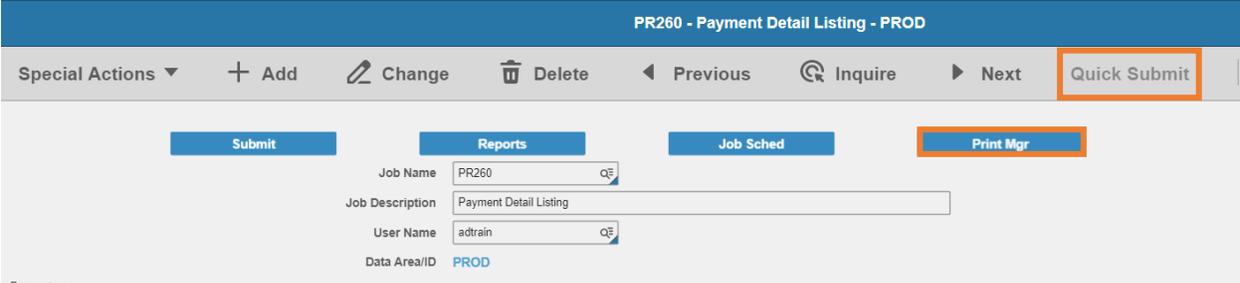
- If **Yes**, is selected, employee bank account information will display on report

14. **Employee Sequence:** Type or select **A** or **N**

- Select **A** to sort report results by Employee Name
- Select **N** to sort report results by Employee Identification Number

15. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report



PR260 - Payment Detail Listing - PROD

Special Actions ▾ + Add Change Delete Previous Inquire Next **Quick Submit**

Submit Reports Job Sched **Print Mgr**

Job Name PR260

Job Description Payment Detail Listing

User Name adtrain

Data Area/ID PROD

1. Click **Quick Submit**, status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

Example of Report Results

Example 1 Use these parameters to run a detailed report by payment for one employee for the year:

Parameters

Company	<input type="text" value="10E"/>	STATE OF ARIZONA
Process Level	<input type="text" value="QE"/>	
Department	<input type="text" value="QE"/>	
Processing Option	<input type="text" value="-"/>	Company
Employee Group	<input type="text" value="QE"/>	
Employee	<input type="text" value="192923QE"/> - <input type="text" value="192923QE"/>	
Payment Date	<input type="text" value="01/01/2020"/> - <input type="text" value="12/31/2020"/>	
Payment Type	<input type="text" value="-"/>	All Types
Payment Detail	<input type="text" value="Y"/>	Yes
Report Option	<input type="text" value="D"/>	Detail
Print ACH Detail	<input type="text" value="N"/>	No

Payment Detail Listing										
PR260 Date 06/27/19 Time 17:08		Company 1 STATE OF ARIZONA Payment Detail Listing Date Range 01/01/19 - 12/31/19				Page 1				
Employee Name	Date	Pmt Nbr	Type	Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay		
123456 CHARLES NORRIS	01/03/19	123456789	A.C.H	2,923.10	433.15	190.35	951.24	2,299.60		
Earnings	Units	Amount	Tax Ded	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
REGULAR	72.00	2,630.79	FEDERAL	201.47	2,741.75	*DELTA 4	48.26	SOC S ER	169.99	2,741.75
HOLDYPAY	8.00	292.31	SOC SEC	169.99	2,741.75	*UHC 10	131.25	MEDI ER	39.76	2,741.75
			MEDICARE	39.76	2,741.75	*AVESIS3	1.84	SUTA ER	2.74	2,741.75
			ARIZONA	21.93	2,741.75	STD HFRD	9.00	TECH CHG	8.77	
								PERS CHG	24.26	
								ACUM SCK	11.69	
								WORKCOMP	15.29	
								PBRD CHG	.88	
								BLIFE ER	.69	
								DELTAER4	6.32	
								UHCER 10	670.85	
Dir Dep Distribution	Bank ID	Bank Account Number	Deposit	Amount	Description					
	000111222	123456789	2,299.60	dir dep						
123456 CHARLES NORRIS	01/17/19	123456859	A.C.H	2,923.10	433.14	190.35	951.23	2,299.61		
Earnings	Units	Amount	Tax Ded	Amount	Taxable	Other Ded	Amount	Cpy Ded	Amount	Taxable
TELECOMM	8.00	292.31	FEDERAL	201.47	2,741.75	*DELTA 4	48.26	SOC S ER	169.99	2,741.75
REGULAR	64.00	2,338.48	SOC SEC	169.99	2,741.75	*UHC 10	131.25	MEDI ER	39.75	2,741.75
HOLDYPAY	8.00	292.31	MEDICARE	39.75	2,741.75	*AVESIS3	1.84	SUTA ER	2.74	2,741.75
			ARIZONA	21.93	2,741.75	STD HFRD	9.00	TECH CHG	8.77	
								PERS CHG	24.26	
								ACUM SCK	11.69	
								WORKCOMP	15.29	
								PBRD CHG	.88	
								BLIFE ER	.69	
								DELTAER4	6.32	
								UHCER 10	670.85	
Dir Dep Distribution	Bank ID	Bank Account Number	Deposit	Amount	Description					
	000111222	123456789	2,299.61	dir dep						

Example 2 Use these parameters to run a detailed report summary for one employee for the year:

Parameters

Company STATE OF ARIZONA

Process Level

Department

Processing Option Company

Employee Group

Employee -

Payment Date -

Payment Type All Types

Payment Detail Yes

Report Option Summary

Print ACH Detail No

Payment Detail Listing

PR260 Date 06/27/19 Company 1 STATE OF ARIZONA Page 1
 Time 17:19 Payment Detail Listing
 Date Range 01/01/19 - 12/31/19

Employee Name	Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay
123456 CHARLES NORRIS	39,000.29	5,428.52	5,696.92	15,686.75	27,874.85
Earnings	Units	Amount	Tax Ded	Amount	Taxable
TELECOMM	12.00	438.46	FEDERAL	2,357.67	33,464.09
REGULAR	932.00	34,054.11	SOC SEC	2,271.85	36,642.74
ANLLVTKN	40.00	1,461.55	MEDICARE	531.32	36,642.74
SCKLVTKN	16.00	584.62	ARIZONA	267.68	33,464.09
HOLDYPAY	40.00	1,461.55			
SPOTS		1,000.00			
Total ACH		27,874.85			

Example 3 Use these parameters to run a summary report by payment for one employee for the year:

Parameters

Company STATE OF ARIZONA

Process Level

Department

Processing Option Company

Employee Group

Employee -

Payment Date -

Payment Type All Types

Payment Detail No

Report Option Detail

Print ACH Detail No

Payment Detail Listing

PR260 Date 06/27/19 Company 1 STATE OF ARIZONA
 Time 17:13 Payment Detail Listing
 Date Range 01/01/19 - 12/31/19

Employee Name	Date	Pmt Nbr	Type	Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay	
123456 CHARLES NORRIS	01/03/19	345678345	A.C.H	2,923.10	433.15	190.35	951.24	2,299.60	
	01/17/19	345684165	A.C.H	2,923.10	433.14	190.35	951.23	2,299.61	
	01/31/19	345668424	A.C.H	2,923.10	433.15	190.35	951.24	2,299.60	
	02/14/19	345687822	A.C.H	2,923.09	433.13	190.35	951.22	2,299.61	
	02/28/19	345687852	A.C.H	2,923.10	389.60	535.28	1,296.17	1,998.22	
	03/14/19	345687852	A.C.H	2,923.10	389.59	535.28	1,296.16	1,998.23	
	03/28/19	345687821	A.C.H	2,923.10	389.60	535.28	1,296.17	1,998.22	
	04/11/19	345657810	A.C.H	2,923.10	389.59	535.28	1,296.16	1,998.23	
	04/25/19	345685456	A.C.H	3,923.10	579.20	653.28	1,512.51	2,690.62	
	05/09/19	345685457	A.C.H	2,923.10	389.58	535.28	1,296.15	1,998.24	
	05/23/19	345685457	A.C.H	2,923.10	389.60	535.28	1,296.17	1,998.22	
	06/06/19	345685458	A.C.H	2,923.10	389.59	535.28	1,296.16	1,998.23	
	06/20/19	345685459	A.C.H	2,923.10	389.60	535.28	1,296.17	1,998.22	
					Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay
	Totals Employee	123456			39,000.29	5,428.52	5,696.92	15,686.75	27,874.85
	Totals Company				39,000.29	5,428.52	5,696.92	15,686.75	27,874.85

***** Report Completed *****

Example 4 Use these parameters to run a Summary of all payments in the year:

Parameters

Company STATE OF ARIZONA

Process Level

Department

Processing Option Company

Employee Group

Employee -

Payment Date -

Payment Type All Types

Payment Detail No

Report Option Summary

Print ACH Detail No

Payment Detail Listing

PR260 Date 06/27/19 Company 1 STATE OF ARIZONA Page 1
 Time 17:25 Payment Detail Listing
 Date Range 01/01/19 - 12/31/19

Employee Name	Gross Pay	Tax Deds	Other Deds	Company Deds	Net Pay
123456 CHARLES NORRIS	39,000.29	5,428.52	5,696.92	15,686.75	27,874.85
Totals Company	39,000.29	5,428.52	5,696.92	15,686.75	27,874.85

***** Report Completed *****

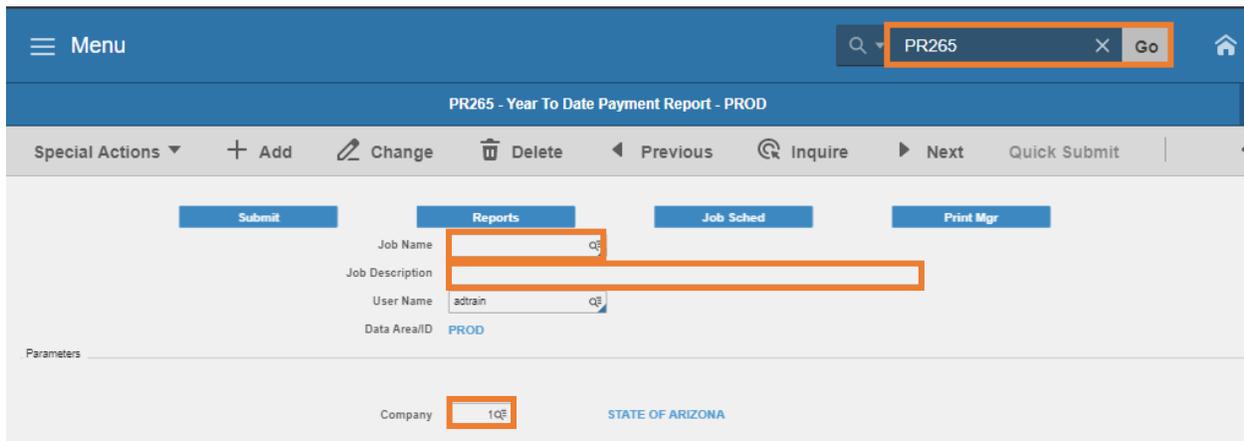
Year to Date Payment Listing PR265

Report Purpose

Run the **Year to Date Payment Report (PR265)** to print a report of month-to-date, quarter-to-date, and year-to-date gross and net pay for employees meeting the selection parameters.

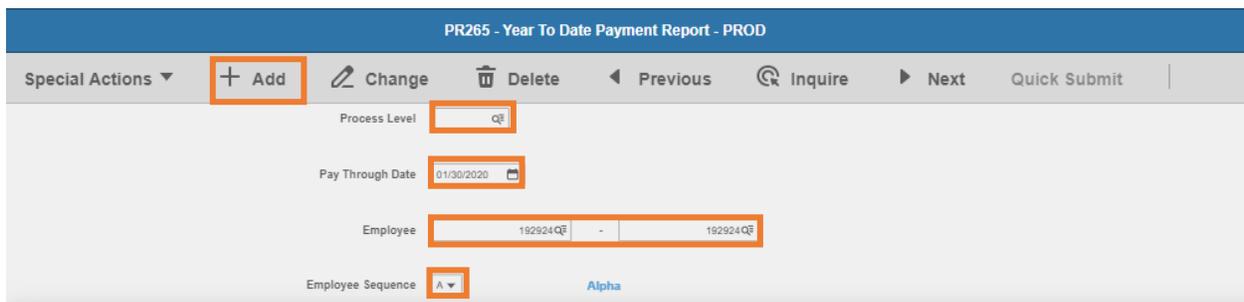
The PR265 report results display the following information for each Employee: EIN, Name, Gross Pay (Month to Date, Quarter to Date and Year to Date), and Net Pay (Month to Date, Quarter to Date and Year to Date). This report DOES NOT display details of the payments.

Create Report Parameters



The screenshot shows the 'PR265 - Year To Date Payment Report - PROD' interface. At the top, there is a search bar with 'PR265' entered and a 'Go' button. Below the search bar is a toolbar with 'Special Actions', '+ Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Quick Submit'. The main form area has four tabs: 'Submit', 'Reports', 'Job Sched', and 'Print Mgr'. The 'Reports' tab is active, showing fields for 'Job Name', 'Job Description', 'User Name' (set to 'adtrain'), and 'Data AreaID' (set to 'PROD'). Below these is a 'Parameters' section with a 'Company' dropdown set to '10E' and 'STATE OF ARIZONA'.

1. Type **PR265** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report
4. **Company:** Type or select **1**

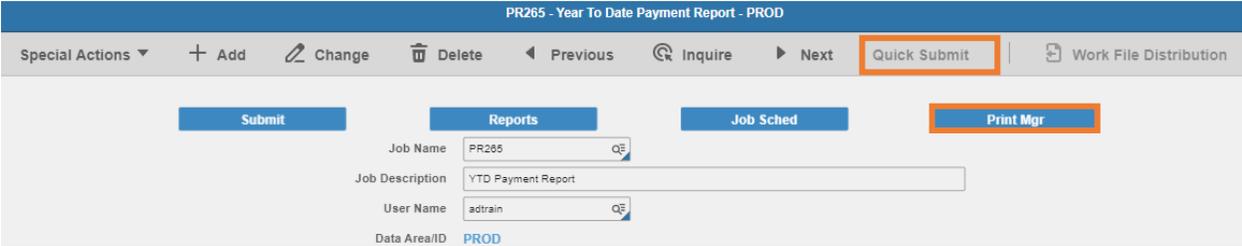


The screenshot shows the 'PR265 - Year To Date Payment Report - PROD' interface with the '+ Add' button highlighted. The 'Parameters' section is expanded to show 'Process Level' (set to 'Q'), 'Pay Through Date' (set to '01/30/2020'), 'Employee' (two boxes, both containing '192924Q'), and 'Employee Sequence' (set to 'A').

5. **Process Level:** Leave blank or select a **Process Level** to limit results
6. **Pay Through Date:** Select the **Payment Date** to limit results to a specific point in time
7. **Employee:** Leave blank or select the **Employee Identification Number (EIN)** to limit results
 - Type the EIN in both boxes to run for a single employee

8. **Employee Sequence:** Type or select **A** or **N**
 - Select **A** to sort report results by Employee Name
 - Select **N** to sort report results by EIN
9. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report



1. Click **Quick Submit**, status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

Example of Report Results

Year To Date Payment Report							
PR265 Date 01/30/20 Time 11:58		Company 1 STATE OF ARIZONA Year To Date Payment Report Thru 12/31/19				Page 1	
Employee Name	Gross Pay			Net Pay			
	Month To Date	Quarter To Date	Year To Date	Month To Date	Quarter To Date	Year To Date	
456667 RACHEL GREEN	0.00	0.00	36,949.90	0.00	0.00	23,903.04	
Totals Department FG050	0.00	0.00	36,949.90	0.00	0.00	23,903.04	
Totals Home Process Level ADFSG	0.00	0.00	36,949.90	0.00	0.00	23,903.04	

Employee Wage Report PR270

Run the **Employee Wage Report (PR270)** to print a report of Employee Wage Information in summary format. Changing the parameters produces different levels of information on the report:

- Restrict the report to include only Employee Wage Information; further specification can be included to show a specific Process Level, Department, Employee Range and/or Date Range
- Restrict the report to include only specific Pay Classes, or PaySummary Groups
- Restrict the report to include only total information for the Process Level/Department

Create Report Parameters



PR270 - Employee Wage Report - PROD

Special Actions ▾ + Add Change Delete ◀ Previous Inquire ▶ Next Quick Submit Work File Distribution

Submit Reports Job Sched Print Mgr

Job Name

Job Description

User Name adtrain

Data Area ID PROD

Parameters

Company STATE OF ARIZONA

1. Type **PR270** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report
4. **Company:** Type or select **1**



PR270 - Employee Wage Report - PROD

Special Actions ▾ + Add Change Delete ◀ Previous Inquire ▶ Next Quick Submit

Process Level

Department

Processing Option Company

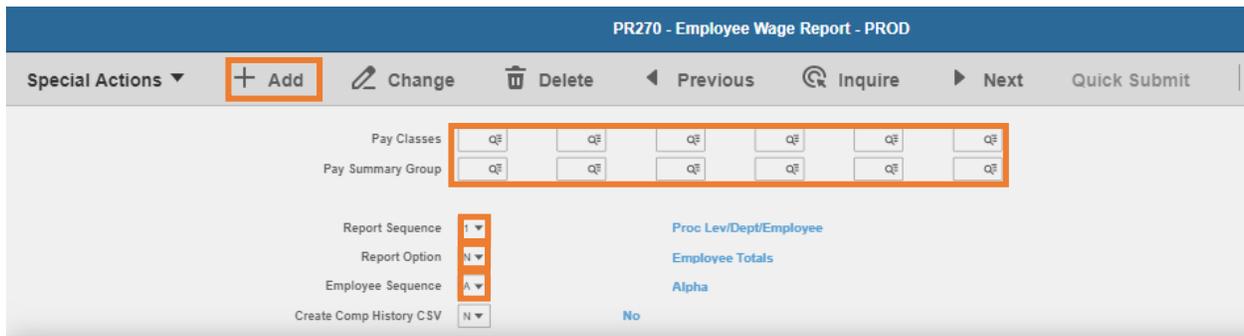
Employee Group

Employee -

Date -

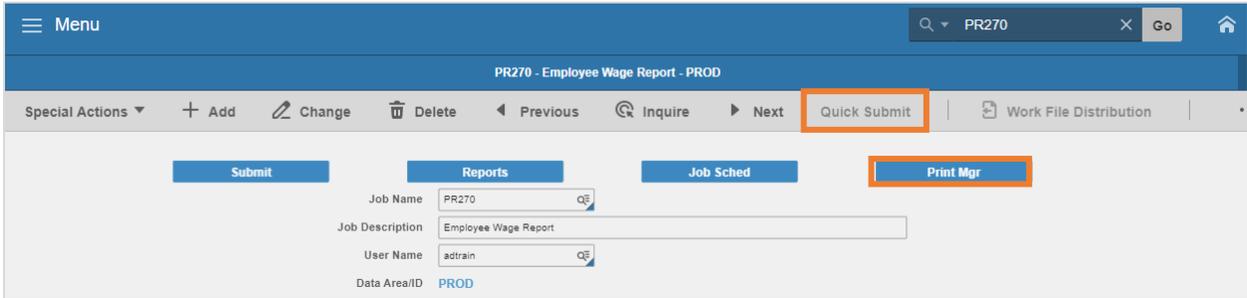
5. **Process Level:** Leave blank or select a **Process Level** to limit results
6. **Department:** Leave blank or select a **Department & Process Level** to limit results
7. **Processing Option:** Leave blank or select the value that determines if the employees appear on the report under Company, Process Level they were in when paid, or current Process Level on the employee record
 - Leave **Blank** if Process Level and Department fields are blank

- Select **1** to run by the Process Level where they were paid
 - Select **2** to run by their current home Process Level
 - Select **3** to run by the Process Level/Department where they were paid
 - Select **4** to run by their current home Process Level/Department
8. **Employee Group:** Leave blank or select an **Employee Group** to limit results
9. **Employee:** Type or select the **Employee Identification Number (EIN)**
- Type the EIN in both boxes to run for a single employee
10. **Date:** Select the **Payment Date range**



11. **Pay Classes:** Leave blank or select up to six **Pay Classes** to limit results
12. **Pay Summary Groups:** Leave blank or select a **Pay Summary Group** to limit results
13. **Report Sequence:** Select order in which the information will be sorted
- Select **1** to sort by Process Level
 - Select **2** to sort by EIN
14. **Report Option:** Select **Y** or **N**
- Select **N** to include totals by employee
 - Select **Y** to generate grand totals only (will not contain employee totals)
15. **Employee Sequence:** Type or select **A** or **N**
- Select **A** to sort report results by Employee Name
 - Select **N** to sort report results by Employee Identification Number
16. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report



1. Click **Quick Submit**, status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

Example of Report Results

Employee Wage Report with Employee Totals

```
Report Sequence: 1          Proc Lev/Dept/Employee
Report Option: N           Employee Totals
Employee Sequence: A      Alpha
```

Employee Wage Report									
PR270 Date 01/30/20 Time 12:23		Company 1 STATE OF ARIZONA Employee Wage Report Date Range 06/01/19 - 06/06/19						Page 1	
Process Level AB200 AB-DIRECTORS OFFICE				Department 20300 EXAM CERTIF & REGISTRATION					
Employee Name	Pay Sum Grp	Hours	Units	Amount	Pay Sum Grp	Hours	Units	Amount	
456667 RACHEL GREEN	REGULAR	48.00		1,623.18	ANLLVTKN	24.00		811.59	
	HOLDYPAY	8.00		270.53					
123444 ROSS GELLER	REGULAR	69.00		1,260.55	ANLLVTKN	3.00		54.81	
	HOLDYPAY	8.00		146.15					
34232 CHANDLER BING	REGULAR	32.00		684.60	ANLLVTKN	40.00		855.75	
	HOLDYPAY	8.00		171.15					
99999 PHOEBE BUFFET	REGULAR	72.00		1,280.79	HOLDYPAY	8.00		142.31	
Totals For Department									
	20300 REGULAR	221.00		4,849.12	ANLLVTKN	67.00		1,722.15	
	HOLDYPAY	32.00		730.14					

Employee Wage Report with Totals Only (Report Option: Y)

```
Report Sequence: 1          Proc Lev/Dept/Employee
Report Option: Y           Totals Only
Employee Sequence: A      Alpha
```

Employee Wage Report									
PR270 Date 01/30/20 Time 12:23		Company 1 STATE OF ARIZONA Employee Wage Report Date Range 06/01/19 - 06/06/19						Page 1	
Process Level AB200 AB-DIRECTORS OFFICE				Department 20300 EXAM CERTIF & REGISTRATION					
Employee Name	Pay Sum Grp	Hours	Units	Amount	Pay Sum Grp	Hours	Units	Amount	
Totals For Department									
	20300 REGULAR	221.00		4,849.12	ANLLVTKN	67.00		1,722.15	
	HOLDYPAY	32.00		730.14					

Time Record Audit Report ZR282

Use ZR282 to list the contents of the audit file for time record changes.

Create Report Parameters

1. Type **ZR282** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report
4. **Company:** Type or select **1**
5. **Processing Group:** Leave blank
6. **Process Level:** Leave blank or select a **Process Level** to limit results

7. **Department:** Leave blank or select a **Department & Process Level** to limit results
8. **Employee:** Type or select the **Employee Identification Number (EIN)**
 - Type the EIN in both boxes to run for a single employee
9. **Date:** Select a date range based on the Time Record Date
10. **Update:** Must select **R Report**
11. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report

1. Click **Quick Submit**, status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

Example of Report Results

Report will display the Function Code for each time record

FUNCTION CODE Values:

- A (Add)
- C (Change)
- D (Delete)

Time Record Audit Report					
ZR282	Date 06/27/19 Time 16:02	Company 1 - STATE OF ARIZONA		Time Record Audit Report	Page 1
Process Level ADFSG - AD-FINANCIAL SERVICES DIV GAO		Department FG050 - FSD/GAO AFIS			
Employee					
Time Sequence	Field Description	Previous Value	New Value	Audit Description	Value
345949113	Acct Category			USER NAME	hrismstr
	Activity			FUNCTION CODE	A
	Attend Code			CHANGE DATE	03/24/19
	Check Grp			CHANGE TIME	00:00:00
	Check Type		ADFGS	PROGRAM CODE	ZR137
	Department		FG050	TOKEN	
	Dist Company	0	1		

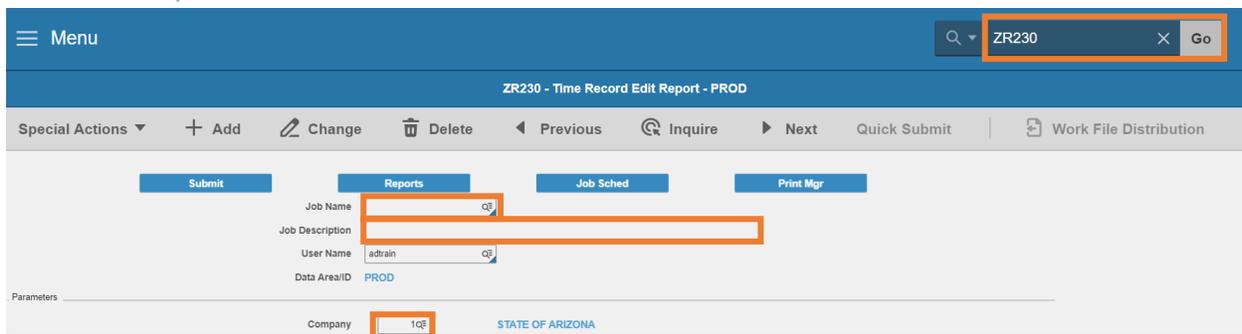
Time Record Audit Report					
ZR282	Date 06/27/19 Time 16:02	Company 1 - STATE OF ARIZONA		Time Record Audit Report	Page 1
Process Level ADFSG - AD-FINANCIAL SERVICES DIV GAO		Department FG050 - FSD/GAO AFIS			
Employee					
Time Sequence	Field Description	Previous Value	New Value	Audit Description	Value
345949113	Acct Category			USER NAME	hrismstr
	Activity			FUNCTION CODE	A
	Attend Code			CHANGE DATE	03/24/19
	Check Grp			CHANGE TIME	00:00:00
	Check Type		ADFGS	PROGRAM CODE	ZR137
	Department		FG050	TOKEN	
	Dist Company	0	1		
	Dist Depart		FG050		
	Dist Proc Lev		ADFGS		
	Dst Account	0	6041		
	Dst Acct Unit		ADGA05201000		
	Dst Sub Acct	0	2019		
	Error Flag				
	Hours	0	8.00		
	Job Code		AUN09060		
	Locat Code		PAYROLL		
	Ot Prem Amt	0			
	Ot Rate	0			
	Ot Record				
	Pay Code		300		
	Pay Grade		24		
	Pay Periods	0			
	Pay Step	0			
	Pcd Seq Nbr	0	9995		
	Pct Dist Flag		Y		
	Per End Date	000000	032219		
	Position		SAD000000818		
	Process Grp				
	Process Level		ADFGS		
	Rate	0			
	Schedule		AREG		
	Shift	0	1		
	Shift Diff	0			
	Shift Diff Rate	0			
	Status	0	2		
	Supp Tax Code				
	Tax Freq Over				
	Time Acc Flag	0			
	Tr Date	000000	031119		
	Wage Amount	0			
	Wc Class		8803		
	Wc State		AZ		
	Work State		AZ		
	Wrk End Date	000000	031519		

Hours Limit Report ZR230

Run the **ZR230 Time Record Edit Report** to list employees that have hours exceeding the Period Hour Limit and employees with hours less than the Weekly Hour Limit. The ZR230 will display all-time records that have associated Period End Dates falling within the parameter range for Payroll Period. For calculation purposes, it only tabulates totals if the time record’s pay summary group falls within the Pay Class parameter.

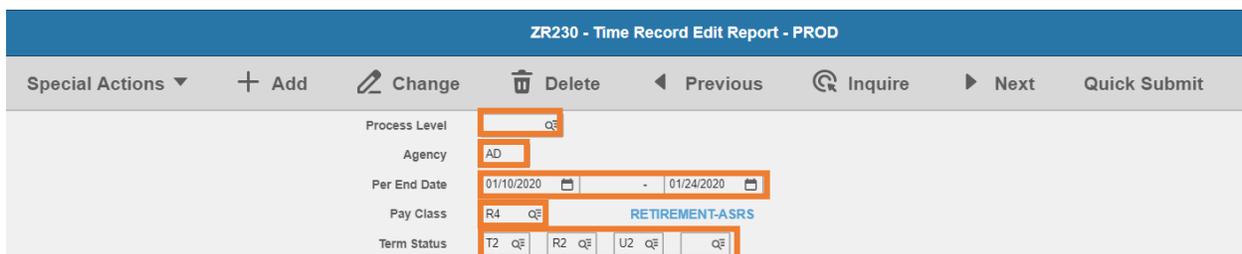
For example, to find employees with hours greater than 80 for a pay period and employees with less than 40 hours per week in a pay in a pay period, you would populate the fields with 80 and 40 respectively.

Create Report Parameters



The screenshot shows the 'ZR230 - Time Record Edit Report - PROD' interface. At the top right, a search bar contains 'ZR230' and a 'Go' button. Below the search bar is a navigation bar with buttons for 'Special Actions', '+ Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', 'Quick Submit', and 'Work File Distribution'. The main form area has tabs for 'Submit', 'Reports', 'Job Sched', and 'Print Mgr'. Under the 'Reports' tab, the following fields are visible: 'Job Name' (empty), 'Job Description' (empty), 'User Name' (adtrain), 'Data Area/ID' (PROD), and 'Company' (1). The 'STATE OF ARIZONA' is displayed below the company field.

1. Type **ZR230** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report
4. **Company:** Type or select **1**



The screenshot shows the 'Parameters' section of the 'ZR230 - Time Record Edit Report - PROD' form. The navigation bar is the same as in the previous screenshot. The 'Parameters' section includes the following fields: 'Process Level' (empty), 'Agency' (AD), 'Per End Date' (01/10/2020 - 01/24/2020), 'Pay Class' (R4), and 'Term Status' (T2, R2, U2). The 'RETIREMENT-ASRS' is displayed below the pay class field.

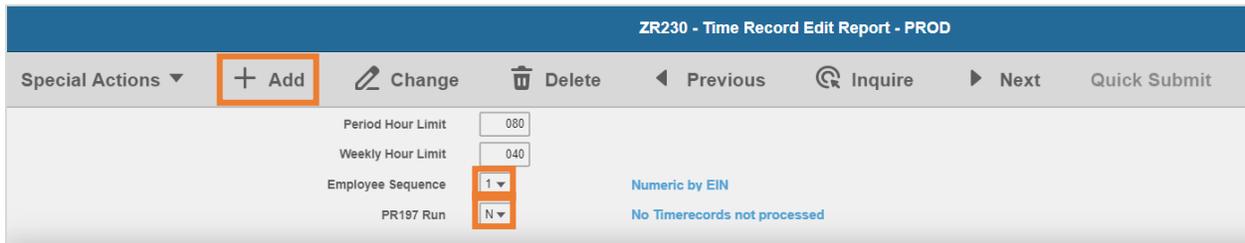
5. **Process Level:** Type or select a **Process Level** to limit results or leave blank
6. **Agency:** Type or select the two-digit **Agency Code**
7. **Period End Date:** Select the **pay period end date** range i.e. PPE 1/10/20- PPE 1/24/20
 - **First box:** first pay period end date; any time records in the pay period greater than or equal to this date will be included

- **Second box:** last pay period end date; any time records in the pay period less than or equal to this date will be included

8. **Pay Class:** Select the **Pay Class** to be included in results

NOTE: To view the pay summary groups included in the Pay Class, Select the Pay-Class and right-click to Drill Around.

9. **Term Status:** Select up to four employee **status codes** that should be **IGNORED/Not Included** in the results



10. **Period Hour Limit:** Type hours or leave blank to default to 80

- Hours exceeding this limit will display on the report

11. **Weekly Hour Limit:** Type hours or Leave blank to default to 40

- Hours exceeding this limit will display on the report

12. **Employee Sequence:** Select **1** or **2**

- Select **1** to sort report results by Employee Identification Number
- Select **2** to sort report results by Employee Last Name

13. **PR197 Run:** Select **Y** or **N**

- Select **Y - AFTER** Payroll Processes to display historical time records for the given range and report on employees meeting the limit requirements
- Select **N - BEFORE** Payroll Processes – to display pending time records for the given range and report on employees meeting the limit requirements

14. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report

ZR230 - Time Record Edit Report - PROD

Special Actions ▾ + Add  Change  Delete ◀ Previous  Inquire ▶ Next Quick Submit

Submit
Reports
Job Sched
Print Mgr

Job Name QE

Job Description

User Name QE

Data Area/ID PROD

1. Click **Quick Submit**, status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

Example of Report Results

Recommended Parameters to use for tracking the Arizona State Retirement System 20/20 membership eligibility criteria

Use the same pay period end dates in both **Per End Date** fields to limit results to one pay period.

Parameters

Company	<input type="text" value="1"/> <small>QE</small>	STATE OF ARIZONA
Process Level	<input type="text" value=""/> <small>QE</small>	
Agency	<input type="text" value="AD"/>	
Per End Date	<input type="text" value="01/11/2020"/> <small>QE</small> - <input type="text" value="01/24/2020"/> <small>QE</small>	
Pay Class	<input type="text" value="R20"/> <small>QE</small>	ASRS 20/20 HOURS TRACKING
Term Status	<input type="text" value="T2"/> <small>QE</small> <input type="text" value="R2"/> <small>QE</small> <input type="text" value="U2"/> <small>QE</small> <input type="text" value=""/> <small>QE</small>	
Period Hour Limit	<input type="text" value="0"/>	
Weekly Hour Limit	<input type="text" value="0"/>	
Employee Sequence	<input type="text" value="1"/>	Numeric by EIN
PR197 Run	<input type="text" value="Y"/>	Yes Timerecords processed

Results:

Time Record Edit Report										
ZR230 Date 06/27/19 Time 14:38			Time Record Edit Time Record Edit Detail Report Company 1 STATE OF ARIZONA Payroll Period 05/03/19 - 05/03/19							
Agency AD DEPT OF ADMINISTRATION Process Level: ADISD AD-ASET										
Employee	Name	Position	Job Code	Schedule	Grade	Status	Hours			Per End Dt
							Week1	Week2	Total	
		SAD000345678	S10049	AREG	28	S5	40.00	40.00	80.00	05/03/19
		SAD000234567	AUN02199	ASRINTERN	01	D2	22.00	20.00	42.00	05/03/19
		SAD000578910	AUN02199	ASRINTERN	01	D2	16.00	15.00	31.00	05/03/19
		SAD000135456	AUN02199	ASRINTERN	01	D2	12.00	25.00	37.00	05/03/19
Total Employee:		4	Total Hours:	190.000	Excess Hours:		130.000-			
Grand Totals:		Employees: 4	Hours: 190.000	Excess: 130.000-						

Pay Code Listing PR220

Run **Pay Code Listing (PR220)** to print a list of pay codes, pay classes, pay summary groups and pay summary group relationships defined for the company. The report selection determines the information that is included in the listing.

Create Report Parameters

1. Type **PR220** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report
4. **Company:** Type or select **1**
5. **Report Selection:** Select a value
 - Select **1** to view **Pay Summary Group**
 - Select **2** to view **Pay Code**
 - Select **3** to view **Pay Class**

6. **Status:** Select **A** to view Active values or select **I** to view Inactive values
7. **Pay Class:** Leave blank or select a **pay class** to list only relationships between the selected pay class and the corresponding pay summary groups or pay codes
8. **Process Level:** Leave blank

9. **Pay Summary Group:** Leave blank or select a pay summary group to limit results to pay codes associated with the selected pay summary group if Report Selection 2 (Pay Code) or 3 (Pay Class Cross-Reference) is used
10. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report



The screenshot shows the 'PR220 - Pay Code Listing - PROD' report submission screen. At the top, there is a navigation bar with 'Special Actions' and several icons: '+ Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Quick Submit' (which is highlighted with an orange box). Below the navigation bar, there are four buttons: 'Submit', 'Reports', 'Job Sched', and 'Print Mgr' (which is also highlighted with an orange box). Under the 'Reports' button, there are several input fields: 'Job Name' with the value 'PR220', 'Job Description' with the value 'Pay Code Listing', 'User Name' with the value 'adtrain', and 'Data Area/ID' with the value 'PROD'.

1. Click **Quick Submit**, status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

Example of Report Results

To print a listing of active Pay Codes, use the parameters:

PR220 - Pay Code Listing - PROD

Special Actions ▾ + Add  Change  Delete ◀ Previous  Inquire ▶ Next Quick Submit

Parameters

Company

STATE OF ARIZONA

Report Selection

Pay Code

Status

Active

Each pay code will be listed on a separate page:

Pay Code Listing				
PR220	Date 06/26/19	Company 1 STATE OF ARIZONA		
	Time 16:48	Pay Code Listing		

Pay Code	100	REGULAR PAY		
Status	A	Active		
Calculation Type	B	Percent with Pct Shift Diff		
Service Code	100	REGULAR PAY		
Rate	100.0000			
Currency Code				
Overtime Premium	0.0000			
Shifts 1 - 4	0.0000	5.0000	10.0000	0.0000
Shift Table				
Unit of Measure				
Allow Hours	0	NO		
Non-Earnings	0	NO, WAGES		
Pay Summary Group	100	REGULAR PAY		
Disposable Income		No		
Wage Expense		- 006011 - 2019	REGULAR BASE SALARY	
Premium Expense		000000 - 0000		
Shift Expense		006011 - 2019	REGULAR BASE SALARY	
Non-Cash Credit		- 000000 - 0000		
Activity				
Account Category				
Override Ded Expense				
Post Hours and Units				

Step & Grade Schedule Listing PR216

Run **Step and Grade Schedule Listing (PR216)** to print a list of all step and grade schedules defined for the company. Define parameters to provide a list of current schedules, or enter a date range to list schedules effective within the date range. Run PR216 to provide a list of employees assigned to the step and grade schedules.

Create Report Parameters

The screenshot shows the 'PR216 - Step And Grade Schedule Listing - PROD' interface. At the top right, a search bar contains 'PR216' and a 'Go' button. Below the search bar is a navigation menu with options like 'Special Actions', '+ Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', 'Quick Submit', and 'Work File Distribution'. The main area has four tabs: 'Submit', 'Reports', 'Job Sched', and 'Print Mgr'. The 'Reports' tab is selected, showing input fields for 'Job Name', 'Job Description', 'User Name' (with 'adrain' entered), 'Data Area/ID' (with 'PROD' selected), and 'Company' (with '1001' selected). The 'Data Area/ID' is also labeled 'STATE OF ARIZONA'.

1. Type **PR216** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report
4. **Company:** Type or select **1**

The screenshot shows the 'PR216 - Step And Grade Schedule Listing - PROD' interface, specifically the 'Report Selection' section. It features several fields: 'Schedules' (a dropdown menu), 'Employees' (a dropdown menu), 'Date' (two date pickers separated by a hyphen), and 'Current Only' (a dropdown menu). An orange box highlights these four fields.

5. **Schedules:** Leave blank or select **X** to create a listing of all step and grade schedules defined, including the rates associated with the steps and grades
6. **Employees:** Leave blank or select **X** to create a listing of employees assigned to the schedules along with their assigned step, grade and rate
7. **Date:** Leave blank or select a **beginning date** and **ending date** to define a date range to limit results to schedules that have an effective date within that date range
8. **Current Only:** Leave blank or select a value that determines the schedules to include
 - Select **Y** to include all schedules. Leave the Date range fields blank.
 - Select **N** to include schedules currently in effect based on the system date

PR216 - Step And Grade Schedule Listing - PROD

Special Actions ▾ **+ Add**  Change  Delete  Previous  Inquire  Next Quick Submit

... Schedules

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employee Sequence

9. **Schedules:** Leave blank or select up to 12 **Schedules** to limit results
10. **Employee Sequence:** Type or select **A** or **N**
 - Select **A** to sort report results by Employee Name
 - Select **N** to sort report results by Employee Identification Number
11. Click **Add** to save report parameters. Status bar displays message **Job Added**

Submit Report

PR216 - Step And Grade Schedule Listing - PROD

Special Actions ▾ **+ Add**  Change  Delete  Previous  Inquire  Next **Quick Submit**  Work File Distribution

Job Name

Job Description

User Name

Data Area/ID

1. Click **Quick Submit**, status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

Example of Report Results

Step And Grade Schedule Listing							
PR216 Date 01/31/20		Company 1 STATE OF ARIZONA				Page	
Time 09:16		Step And Grade Schedule Listing					
Schedule Class Hourly		ADMINISTRATOR Effective Date 03/11/06		Steps 1 Thru 7			
Grade	Step	1	2	3	4	5	7
030		17.8007	18.2549	18.7219	19.2014	19.6938	20.7207
031		19.4113	19.9100	20.4219	20.9485	21.4893	22.6158
032		21.1788	21.7259	22.2882	22.8657	23.4593	24.6957
033		23.1189	23.7193	24.3364	24.9700	25.6218	26.9786
034		25.2478	25.9069	26.5840	27.2798	27.9947	29.4840
035		27.5844	28.3076	29.0507	29.8145	30.5992	32.2338
036		30.1489	30.9425	31.7585	32.5966	33.4576	35.2515
037		32.9632	33.8346	34.7299	35.6496	36.5946	38.5637
038		36.0524	37.0083	37.9911	39.0003	40.0378	42.1984
039		39.4422	40.4915	41.5701	42.6780	43.8164	46.1877